

## Message Text

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DRAFTED BY S/S-O:JMEALUM

APPROVED BY S/S-O:SEFRY

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C O N F I D E N T I A L STATE 241964

EXDIS

E.O. 11652: GDS

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJ: COMMUNICATIONS FOR SECRETARY'S VISIT: SPECIAL

SUMMARIES AND SPECIAL CAPTIONS

REF: STATE 239915

1. DEPARTMENT WILL SEND TWICE DAILY SPECIAL ALL SOURCE SUMMARIES FOR THE SECRETARY WHILE HE IS AT ACTION ADDRESSEE POST. SPECIAL SUMMARIES WILL BE CAPTIONED NODIS OR EXDIS AND BE IN TOSEC SERIES. THEY SHOULD BE DELIVERED IN REQUISITE NUMBER OF COPIES ONLY TO THE S/S TEAM MEMBERS OR THOSE DESIGNATED BY THEM.

2. SPECIAL SUMMARIES WILL BE SENT BY IMMEDIATE CABLE FROM THE DEPARTMENT OPERATIONS CENTER. THEY WILL BE NUMBERED CONSECUTIVELY AND SHOULD NORMALLY BE RECEIVED BY 0500 AND 1600 EACH DAY. IF NOT RECEIVED BY THIS TIME, COMMUNICATIONS SUPERVISOR SHOULD, ON OWN INITIATIVE, SEND AN IMMEDIATE SERVICE. THE SPECIAL SUMMARIES SHOULD BE SET UP WITH THREE LINES BETWEEN ITEMS. MATS SHOULD BE PROOFED BEFORE  
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REPRODUCTION.

3. FURTHER INSTRUCTIONS RE ALL SOURCE ASPECT OF SPECIAL SUMMARIES BEING FORWARDED BY SEPTELS AS SOON AS CLEARANCE

PROCEDURES HAVE BEEN COMPLETED.

4. OCCASIONALLY, WHEN SPEED IS ESSENTIAL, CERTAIN SENSITIVE MESSAGES IN THE TOSEC/SECTO SERIES MAY EMPLOY THE

CAPTION QUOTE EXDIS (DISTRIBUTE AS NODIS) UNQUOTE. THIS CAPTION SHOULD BE INTERPRETED LITERALLY. ALTHOUGH THESE MESSAGES WILL BE TRANSMITTED EXDIS, UPON RECEIPT ALL ADDRESSEES SHOULD FOLLOW STANDARD NODIS PROCEDURES, AS MODIFIED BY TOSEC/SECTO CONSTRAINTS, IN MAKING DISTRIBUTION. S/S TEAM WILL HANDLE ALL TOSEC/SECTO DISTRIBUTION PER INSTRUCTIONS TO EACH ADDRESSEE IN SEPTEL.

5. AS IN RECENT PAST, TOSEC SERIES TELEGRAMS MAY BE SENT BY ORIGINATING STATIONS OTHER THAN DEPARTMENT. DEPARTMENT MAY SEND TOSEC SERIES TELEGRAMS TO SINGLE ADDRESSEES ON SECRETARY'S ITINERARY OTHER THAN POSTS WHERE THE SECRETARY IS LOCATED. THEREFORE, COMMUNICATIONS AND RECORDS PERSONNEL AT TRIP POSTS, SINCE THEY MAY NOT BE ABSOLUTELY CERTAIN OF TOSEC SERIES CONTINUITY, WILL NOT BE RESPONSIBLE FOR SUCH CONTINUITY. COMMUNICATIONS AND RECORDS OFFICERS AT TRIP POSTS SHOULD CONTINUE TO GIVE SPECIAL HANDLING TO THESE TELEGRAMS, INCLUDING A COMPLETE RECORD OF TOSEC TELEGRAMS THEY DO RECEIVE. HOWEVER, IT WILL BE NECESSARY TO RELY ON POST MESSAGE CONTINUITY NUMBERS FOR ASSURING RECEIPT OF TRAFFIC. RUSH

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